

## ROUTING AND RECORD SHEET

STAT SUBJECT: (Optional)

Agency Micrographics Consolidation

FROM: [REDACTED]

EXTENSION

NO.

AEO/OL

OL 1 2138

STAT

DATE

May 1981

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Information Handling  
Architect, DDA  
6-D-5317 Headquarters

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

MEMORANDUM FOR: Information Handling Architect, DDA

FROM:

[REDACTED]  
Assistant Executive Officer, OL

SUBJECT: Agency Micrographics Consolidation

1. Per your request, [REDACTED] and I have reviewed the inputs from the various Agency components on the Micrographics Consolidation Questionnaires. Our findings are outlined in the five attachments to this memorandum.

2. The rationale for the findings is as follows:

a. Personnel - The personnel statistics are based on the average Agency production requirements and on operating a consolidated facility, three shifts per day, five days a week.

b. Floor Space - The floor space statistics are based on the space now used in the Printing and Photography Division (P&PD), OL, plus the additional space needed for the supplemental equipment in a consolidated facility.

c. Equipment - The rationale for the equipment that would be necessary in a consolidated facility is based on the production requirements and equipment availability on a three-shift, five-day-a-week basis.

d. Supplies - The supply cost savings is based on buying all camera film supplies from Eastman Kodak under a Blanket Purchase Agreement (BPA) taking advantage of their volume price discounts.

3. As indicated in the attachments, consolidation provides the potential for savings of between 5 to 6.5 positions, 3,941 square feet of floor space, 29 pieces of equipment, and \$12,388.00 in supply costs. Overall operating costs could be reduced by between \$230,000 to \$260,000 annually.

4. The findings are based entirely on current requirements. Naturally, if substantial increases in requirements occur, additional resources would be necessary to meet those requirements. The findings did not take into consideration any issues raised by the various components other than resource requirements.

OL 1 2138

SUBJECT: Agency Micrographics Consolidation

5. It is suggested that these findings be used as a starting point for further discussions on the merits of consolidation. They should not be used as a basis for a final decision on consolidation unless they are evaluated and agreed upon by each of the involved components.

STAT

Attachments

- A - Personnel
- B - Floor Space
- C - Equipment
- D - Supplies
- E - Overall Savings

STAT

cc: OIS/RMD/ITB

Distribution:

- Orig - Adsee, w/atts
- ✓ - AEO/OL Official, w/atts
- 1 - C/P&PD/OL, w/atts
- 1 - OL Reader, w/atts
- 1 - EO/OL Chrono, w/atts

STAT

AEO/OL (27 May 81)

ATTACHMENT A

PERSONNEL

STAT

Approved For Release 2005/08/08 : CIA-RDP87-01146R000200020022-6

Approved For Release 2005/08/08 : CIA-RDP87-01146R000200020022-6

A-2 Total Position Requirements for a Consolidated Micrographics Facility Operating Three Shifts per Day, Five Days a Week

Note: This analysis is for a consolidated micrographics facility in the Headquarters Building to handle all production requirements for DDO, NPIC, OCR and OD&E. It includes personnel requirements for the Office of Finance.(OF) although the OF production facility would remain intact. The DDO file preparation and [redacted] retrieval personnel along with the OCR data entry clerks would also remain in their respective components. There are two options listed below for personnel resources. Option number one assumes savings in only managers and systems personnel. Option number two outlines a complete personnel requirements analysis based on the production requirements.

1. Option One - This option only affects the managers/  
systems personnel involved in micrographics.

Position

- a. Manager/Systems
- b. Production
- c. Clerks
- d. Maintenance
- e. Couriers

Totals

This option represents a savings of five full-time positions with an average grade of GS-11 for an annual personnel salary savings of \$127,430 (five positions @ GS-11/5 rate).

2. Option Two - This option contains the personnel requirements based on a statistical analysis of production requirements (see attachment A-3)

Present

Proposed

- a. Managers/Systems  
(one overall branch  
chief, two super-  
visors per shift  
plus three systems  
people)
- b. Production

## A-2 Continued

	<u>Present</u>	<u>Proposed</u>
c. Clerks/File Preparation Personnel		
(1) DDO -		
(2) OCR -		
(3) Central Facility		
(4) Couriers		
d. Maintenance		
Total Requirement		

STAT

This option represents a savings of eight full-time positions but an increase of two part-time positions for an overall savings of 6.5 full-time positions. Total annual dollar savings for this option is \$153,761 (the \$127,430 cited in Option One plus 1.5 GS-07/5 positions @ \$26,331).

3. None of the personnel savings cited above include employee benefits. The savings on employee benefits would be offset by the additional compensation for those employees who would be required to work the second and third shifts in a consolidated facility.

A-3 Annual Production Requirements (Based on a Three-Year Average)

1. Average Annual Micrographics Production

a. Source Document Original Images.....	8,605,615
b. Computer Output Microfilm Original Images....	13,612,799
c. Film Processing (footage).....	440,122
d. Film Duplication	
(1) Diazo Duplicate Microfiche.....	775,931
(2) Diazo 16/35mm Roll Film (footage).....	534,988
(3) Vesicular 16/35mm Roll Film (footage)....	238,475
(4) Silver 16/35/105mm Roll Film.....	128,884

2. Production Work Hour Requirements  
(Includes Equipment Preparation Time)

a. S.D. Images.....	8,605,615 ÷ 200/hr	= 43,028 hrs.
b. COM Images.....	13,612,799 ÷ 5000/hr	= 2,772 hrs.
c. Film Processing.....	440,122 ft. ÷ 150'/hr	= 2,934 hrs.
d. Fiche Duplication.	775,931 fiche ÷ 300 fiche/hr	= 2,586 hrs.
e. 16/35mm Diazo Dup. ..	534,988 ft. ÷ 250'/hr	= 2,140 hrs.
f. 16mm Vesicular Dup. .	128,884 ft. ÷ 1500'/hr	= 86 hrs.
g. 16/35/105mm		
Silver Dup. ....	238,475 ft. ÷ 500'/hr	= 476 hrs.
Total Production Requirement		= 54,022 hrs. <b>STAT</b>





ATTACHMENT B

FLOOR SPACE

STAT

Approved For Release 2005/08/08 : CIA-RDP87-01146R000200020022-6

Next 2 Page(s) In Document Exempt

Approved For Release 2005/08/08 : CIA-RDP87-01146R000200020022-6

ATTACHMENT C  
EQUIPMENT

## C-1 Equipment Savings (Major Production Equipment)

<u>Equipment Items</u>	<u>Current On-Hand</u>	<u>Consolidated Facility</u>
1. Planetary Cameras	14	10
2. Rotary Cameras	5	3
3. Rotoline Cameras	3	2
4. Microfiche Cameras	10	4
5. Documate II	1	2
6. Special Format 35 mm (OCR <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> )	4	4
7. ADSTAR/ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> Cameras	7	7
8. COM Recorders	3	2
9. 16/35 mm Film Processor	5	3
10. 105 mm Film Processor	4	2
11. 16/35 mm Diazo Duplicator	4	2
12. 105 mm Diazo Duplicator	8	4
13. 16/35 mm Vesicular Duplicator	1	1
14. 16/35 mm Silver Duplicator	1	-
15. 16/35 mm Silver Duplicator	2	2
16. 105 mm Silver Duplicator (Sheet)	1	1
17. 16 mm Jacket Stuffer	3	3
18. 35 mm Jacket Stuffer	1	1
19. Aperture Card Mounter	1	1
20. Aperture Card Camera	<u>1</u>	<u>1</u>
	79	55

A consolidated facility would utilize approximately 30 percent less equipment than is presently being used. This equipment reduction would also reduce the cost of maintenance contracts, spare parts, and associated equipment replacement costs.

The immediate equipment savings derived by consolidation would be the cancellation of two pieces of rental equipment.

COM Recorder -	\$45,468 per year
Microfiche Diazo Duplicator -	<u>13,896</u> per year
TOTAL	\$59,364 per year

ATTACHMENT D

SUPPLIES

## D-1 Film Supply Costs

The costs outlined below are based on the users buying Eastman Kodak camera films. The costs reflect current price levels based on the volumes used in FY-80. The cost savings is based on volume discounts given by Kodak. The savings from OD&E is based on a consolidated facility producing their fiche on roll 105mm which is then cut into individual microfiche, as compared to their current method of using cut microfiche sheet film.

<u>Film Type</u>	<u>Decentralized Rolls/Cost</u>	<u>Centralized Rolls/Cost</u>	
a. Source Document			
(1) 105mm rolls	843/\$21,751	853/\$20,028	
(2) 35mm rolls	478/ 5,132	478/ 4,134	
(3) 16mm rolls	2160/ 12,590	2160/ 10,562	
*(4) 105mm Cut Sheet	4500/ 3,600	-----	
Totals	\$43,073	\$34,724	
b. COM			
(1) 105mm rolls	170/\$25,185	170/\$21,870	
(2) 35mm rolls	119/ 2,287	119/ 2,097	
(3) 16mm rolls	120/ 6,400	120/ 5,866	
Totals	\$33,872	\$29,833	
c. Overall Film Cost Savings			
	<u>Decentralized</u>	<u>Centralized</u>	<u>Savings</u>
(1) Source Document	\$43,073	\$34,724	\$8,349
(2) COM	33,872	29,833	4,039
	\$76,945	\$64,557	\$12,388

\* OD&E requirement

ATTACHMENT E

OVERALL SAVINGS



## E-1 TOTAL OVERALL SAVINGS

a. Cost (Annual Savings)

	<u>Option No. 1</u>	<u>Option No. 2</u>
(1) Personnel	\$127,430	\$153,761
(2) Floor Space	35,362	38,081
(3) Equipment	59,364	59,364
(4) Supplies	<u>12,388</u>	<u>12,388</u>
	\$234,544	\$263,594

b. Positions/Floor Space/Equipment (Savings/Elimination)

	<u>Option No. 1</u>	<u>Option No. 2</u>
(1) Personnel	5 Full Time	6.5 Full Time
(2) Floor Space	3,941 sq. ft.	3,941 sq. ft.
(3) Equipment	23 items	23 items



## EXECUTIVE COMMITTEE TASKING

### ADOPT COMMUTED RATE TRAVEL THROUGHOUT DOMESTIC AND OVERSEAS TDY TRAVEL

#### BACKGROUND

THE COMMUTED RATE SYSTEM WAS ESTABLISHED IN 1965 UNDER SECTION 4 AND SECTION 8 AUTHORITY.

IT HAS BEEN DEEMED LEGITIMATELY APPLICABLE ONLY TO FOREIGN PCS TRAVEL PAID FROM CONFIDENTIAL FUNDS.

IT CONSISTS OF PREDETERMINED AMOUNTS OF EMPLOYEE REIMBURSEMENTS FOR ALL NORMAL TRAVEL AND TRANSPORTATION ENTITLEMENTS. THESE PREDETERMINED REIMBURSEMENTS ARE DEVELOPED ON AN AREA WIDE BASIS (WITH EA DIVISION, AS AN EXCEPTION USING RATES DEVELOPED FOR INDIVIDUAL STATIONS). PAST EFFORTS TO EXTEND COMMUTED RATES TO TRAVEL OTHER THAN FOREIGN PCS HAVE MET WITH THE FOLLOWING OBJECTIONS:

COMMUTED RATES CANNOT LEGALLY BE APPLIED TO ANY TRAVEL PAID FROM NON-DCI CERTIFIED (VOUCHERED) FUNDS.

THE AGENCY, LACKING ITS OWN DOMESTIC TRAVEL AUTHORITIES, MAY NOT EXTEND COMMUTED RATES TO ANY DOMESTIC TRAVEL.

ALL TDY TRAVEL HAS INHERENT COMPLEXITIES WHICH PREVENT THE DEVELOPMENT OF ADMINISTRATIVELY VIABLE COMMUTED RATE SCHEDULES.

#### RECENT EFFORTS

IN MID 1981 THE OFFICE OF FINANCE STUDIED THE FEASIBILITY OF

EMPLOYING A PRE-COMPUTED REIMBURSEMENT SCHEME FOR FOREIGN TDY TRAVEL. THE IDEA WAS SIMILAR TO COMMUTED TRAVEL WITH THE EXCEPTION THAT THE PRE-COMPUTATIONS WOULD BE ON A TRIP BY TRIP BASIS RATHER THAN BY AREA OR STATION. THE STUDY DISCOVERED THAT ACTUAL FOREIGN TDY TRAVEL NORMALLY DIVERGED FROM PLANNED TRAVEL TO AN EXTENT THAT WOULD REQUIRE RECALCULATIONS OF PRE-DETERMINED REIMBURSEMENTS IN AN ESTIMATED 60% OF TRAVEL CASES. IT MAY WELL BE THAT EFFORTS ON THE PART OF THE TRAVELER AND FINANCE PERSONNEL COULD BE SHARPENED THUS REDUCING REQUIREMENTS FOR RECALCULATION. IF NOT, COSTS OF POST TRIP RECALCULATION PROCESSING WOULD OFFSET SAVINGS REALIZED FROM THE USE OF PRE-COMPUTED REIMBURSEMENT ENTITLEMENTS. CONCURRENT HOWEVER WITH THESE CONCLUSIONS, FINANCE HAD EMBARKED ON AN EFFORT TO STUDY THE FEASIBILITY OF AUTOMATING THE TRAVEL PROCESS. A SUMMER INTERN WITH THE AGENCY UNDER THE URBAN LEAGUE FELLOWSHIP PROGRAM PERFORMED SUCH A STUDY AND CONCLUDED THERE WERE SUFFICIENT BENEFITS TO BE DERIVED TO WARRANT THE COSTS OF AUTOMATION. FINANCE HAS BEEN ATTEMPTING TO IDENTIFY RESOURCES TO PURSUE THIS FURTHER.

*Study  
Travel  
Finance  
personnel*

*automation  
calculations*

WITHIN THE ENTIRE FEDERAL STRUCTURE THERE HAS BEEN RENEWED INTEREST IN THE SIMPLIFICATION OF TRAVEL REIMBURSEMENT POLICIES AND RELATED VOUCHER PROCESSING. THIS INTEREST CULMINATED IN A REPORT PUBLISHED IN JULY 1981 UNDER THE AUSPICES OF OMB, GSA, STATE AND DoD WHICH CONTAINED A SERIES OF TRAVEL IMPROVEMENT RECOMMENDATIONS. ONE OF THE MORE

NOTABLE RECOMMENDATIONS IS TO SCRAP THE CURRENT HIGH RATE ACTUAL SUBSISTENCE COST REIMBURSEMENT POLICY WHICH APPLIES TO MOST OF THE DOMESTIC TRAVEL AND SUBSTITUTE IN LIEU THEREOF A LOCALITY-BASED FLAT RATE PER DIEM SYSTEM. THIS LOCALITY SYSTEM IS AIMED AT CREATING ONE UNIFORM RATE FOR THE BULK OF THE UNITED STATES, WITH MINIMUM EXCEPTIONS FOR MAJOR METROPOLITAN CENTERS WHICH HEAD UP THE CPI REPORT. ACTION IN THIS AREA SHOULD SIMPLIFY TRAVELERS' CLAIMS AND THE ADMINISTRATIVE PROCESSING THEREOF.

#### PLANNED ACTIONS

WITH THE PRESIDENTIAL SIGNING OF THE 82 INTELLIGENCE AUTHORIZATION BILL, THE AGENCY WILL HAVE THE OPPORTUNITY TO REASSESS THE APPLICATION AND EXTENSION OF COMMUTED OR OTHER PRE-COMPUTED RATES TO NEW AREAS. WHILE THE BILL AS PASSED BY CONGRESS IS NOT NEARLY AS BROAD IN ITS TRAVEL AUTHORITIES AS HOPED FOR, THERE MAY BE SUFFICIENT LATITUDE TO OVERRIDE ALL OF THE PAST IMPEDIMENTS TO COMMUTED TRAVEL. THESE MATTERS WILL BE THE SUBJECT OF FINANCE DISCUSSIONS WITH OGC. WE INTEND TO MAKE MAXIMUM USAGE OF THE NEW AUTHORIZATION BILL AND BUILD ON THOSE IDEAS DEVELOPED BY OMB/GSA.

ADDITIONALLY AT A 19 NOVEMBER 1981 CABINET MEETING DEPARTMENT AND AGENCY HEADS WERE TASKED WITH DEVELOPING TRAVEL COST REDUCTIONS PLANS. THE DDA IS FOCAL POINT FOR RESPONSE. THE AGENCY SHOULD PURSUE AN EXTENSION OF COMMUTED

TRAVEL TECHNIQUES AS A PART OF OUR EFFORTS IN THIS AREA.

CONCLUSIONS

*TTC - Office of Finance*  
*- DSA OF dg*  
*study mark*  
THE TRAVEL POLICY COMMITTEE SHOULD DEVELOP APPROPRIATE REGULATIONS/PROCEDURES, TAKING FULL ADVANTAGE OF THE PROVISIONS OF THE 82 AUTHORIZATION BILL, TO EXPAND THE COMMUTED RATE CONCEPT TO ADDITIONAL AREAS OF TRAVEL AS APPROPRIATE.

THE OFFICE OF FINANCE SHOULD CONTINUE IN ITS EFFORTS TO COMPUTERIZE THE COMPUTATION OF TRAVEL ENTITLEMENTS.

THE OFFICE OF FINANCE SHOULD CONTINUE TO REVIEW ON-GOING PROCEDURES FOR THE AUDIT AND CERTIFICATION OF TRAVEL CLAIMS TAKING INTO CONSIDERATION ANY NEW INTERAGENCY TRAVEL MANAGEMENT IMPROVEMENT IDEAS COMPATIBLE WITH AGENCY ACTIVITIES.